

# KiMo Theatre

## Rental Application Information and Instruction Sheet

**Submission of an application, or payment of a booking deposit, does not guarantee your rental.**

The KiMo Theatre seats 650 persons and is available for rental by any individual or group with a performing arts or educational purpose. The KiMo Theatre is a registered Historic Landmark and is handicapped accessible, with limitations.

**Call the KiMo Theatre, (505) 768-3522, to inquire about availability, costs and restrictions before submitting an application.** Preservation restrictions, physical limitations within the building, Fire Code regulations and previously scheduled events may affect or prevent your proposed event. Additional information about most of these limitations can be obtained at, <http://www.cabq.gov/kimo/rentals.html>

Fill in the application completely. Call us if you have questions or need assistance with the form. An incomplete application will delay the processing of your request. Return the following 3 pages to the KiMo. As part of the approval process you will be contacted by KiMo staff to discuss specifics of your proposed event.

The City may deny a rental application if the Mayor determines that the proposed use is not in the best interest of the City.

Approval of your Application will be followed by a meeting for the signing of a Rental Permit.

**Please do not advertise or sell tickets to your event until after your Rental Permit is signed by all parties.** There is information in the Rental Permit that may cause you to adjust your plans, ie: correct / reprint your advertising or change your ticket prices.

**Booking Deposit** Non-refundable, due with application, applied toward building rental.  
\$250 for Non-profit organizations  
\$500 for Commercial organizations

**Damage and Compliance Deposit** Refundable after the event if there is no damage to the building or violation of the Rental Permit requirements.  
\$500 Non-Profit  
\$1000 Commercial

### **Insurance**

Renter must have General Liability Insurance in the amount of \$1,000,000 naming the City of Albuquerque as *additional insured*. Renter must present a valid Certificate of Insurance to the KiMo Theatre no later than 10 working days before move in.

**The KiMo Theatre is a smoke free facility.**

# KiMo Theatre

## Rental Application

02-08

Please fill in the following information completely, estimate if necessary. Incomplete information will delay the processing of your request. Your Booking Deposit is due with the submission of this application.

**Organization** \_\_\_\_\_

**Contact Person / Producer** \_\_\_\_\_

**Daytime phone** \_\_\_\_\_ **Cell phone** \_\_\_\_\_

**Fax** \_\_\_\_\_ **Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Commercial** \_\_\_\_\_ **Non-profit** \_\_\_\_\_ **Fed. Tax ID #** \_\_\_\_\_

Renter must provide proof of non-profit / 501c3 status.

**Name of Proposed Event** \_\_\_\_\_

**Description of Event** \_\_\_\_\_

Is this event open to the public and suitable for all ages? Explain \_\_\_\_\_

**List all dates and the specific *starting* and *ending* times you wish to use the theatre.** This includes; from the time the Set-up/Move-in starts until the Load-out/clean up is finished. **If you are requesting to use the KiMo for more than one day** please attach a separate sheet and include **starting** and **ending** times for **each activity** for **each day**. Event date(s) \_\_\_\_\_

Move In and/or Set-up \_\_\_\_\_

Rehearsal(s) or sound check \_\_\_\_\_

Performance(s) \_\_\_\_\_

Load-Out and/or clean up finished by \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Producer

## RENTAL APPLICATION continued

If you have questions about this page, please call our Business Manager at (505) 768-3574.

### TICKETS

Will tickets be sold for this event? General Admission \_\_\_\_\_ Reserved \_\_\_\_\_ No \_\_\_\_\_

Explain \_\_\_\_\_

How do you plan to advertise your production? All advertising must include the name and phone numbers of the KiMo's ticketing service and the KiMo Theatre ticket office.

\_\_\_\_\_

### FRONT OF HOUSE

In the event that you are not available, please name another person who can be responsible for your production.  
(required) \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

Who will be your Front of House Manager? (required) \_\_\_\_\_  
Your Front of House Manager remains in the lobby during the entire event.

Who will be your 'at the door' ticket sellers? \_\_\_\_\_  
These persons sell tickets from at least 1 hour before the show and until thirty minutes after the show starts. You must provide your own change for 'at the door' cash ticket sales.

You must provide a minimum of 8 Ushers for the lobby. They must be at least 18 and arrive 1 hour before show-time and remain on duty until the end of the event.

Will there be an Intermission? Yes \_\_\_\_ No \_\_\_\_ How many? \_\_\_\_ How long? \_\_\_\_\_

Do you want to sell, give away or display anything in the lobby? Yes \_\_\_\_ No \_\_\_\_

What type of items? \_\_\_\_\_

Are you planning on videotaping, photographing or broadcasting your event? Yes \_\_\_\_ No \_\_\_\_

Who will provide these services? \_\_\_\_\_ Phone \_\_\_\_\_

Is the media invited to this event? Yes \_\_\_\_ No \_\_\_\_ If yes, Explain \_\_\_\_\_

\_\_\_\_\_

## BACKSTAGE / TECHNICAL

If you have questions about items on this page, please contact our Technical Manager at (505) 768-3578. Incomplete information will delay the processing of your request.

Who is your technical director / production coordinator? (required) \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

Will you need to use the dressing rooms? Yes \_\_\_\_\_ No \_\_\_\_\_

Total number of all performers/participants. \_\_\_\_\_ Maximum dressing room capacity is 40 persons.

Will you have performers under the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_  
You must provide at least 1 chaperone for every 10 underage performers.

Labor for the operation of ANY Lighting, Sound or stage equipment is NOT included in the rental of the facility. We can refer you to providers of theatrical labor.

Will you provide a minimum of 3 persons for lighting, sound and stage crew? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain \_\_\_\_\_

Describe the technical needs of your production. Attach copies of any drawings, plans or Technical Riders. List all equipment to be used. The KiMo cannot provide equipment it does not have. Some equipment is available for additional fees, you should confirm the availability of critical items.

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There is no scene shop, 'fly' system or storage space at the KiMo Theatre. Scenery construction and painting are not allowed on the stage. Interior and exterior Fire Lanes may not be obstructed at any time. **Smoking, alcoholic beverages and controlled substances are totally prohibited on and backstage.**

Ask the KiMo Technical Manager for the guidelines regarding **animals, flame, food and liquids, firearms and other weapons, incense and smoke effects, strobe lights, fog, etc.** **These Special Effects and potentially harmful situations are PROHIBITED unless reviewed in advance and approved by the KiMo Technical Manager and/or the Fire Marshall. Non-disclosure can result in the cancellation of your event.**

\* \* \*

your initials \_\_\_\_\_

**Return this completed application to:**  
KiMo Theatre  
423 Central NW  
Albuquerque, NM 87102  
(505) 768-3522 fax (505) 768-3542